



**South Farnham Educational Trust**

●●●●● The Continual Pursuit of Excellence

# Wallace Fields Infant School and Nursery



## First Aid Policy

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REVIEW DATE:

SUMMER 2025

NEXT REVIEW DATE:

SUMMER 2026

## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and the following legislation:

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school's appointed person is **Rachel Vohra (Lead First Aider)** She is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an

incident (see the template in appendix 2)

- Keeping their contact details up to date

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### **3.2 The governing board**

The governing board has responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.3 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and/or appointed person(s) in school are
- Completing accident reports (see appendix 2) for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the parents will be contacted immediately

- **Rachel Vohra (Lead First Aider)** will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### **Playground First Aid**

- There is a Playground First Aid Box and Record Book which is taken on the playground for morning breaks and lunch time. Assistant Teachers should check the Playground First Aid box supplies and replenish these from the first aid room stocks to ensure they have everything they require for minor incidents. Details of any minor bumped heads in the playground should be written in the first aid book, and a bumped head email sent by the office team on the day.
- Any minor grazes or broken skin injuries should be written in the First Aid book and a first aid email notification issued to the parents via the office team on the day.
- Pupils with more serious injuries should be accompanied to the office by an adult so correct details can be relayed to the parents and in order to deal with injury accordingly.
- Any calls required to parents should also be noted in the First Aid book; these calls are either made by the person who attended the incident or by the school office.
- The playground medical bag and Classrooms are provided with a Red Card which says 'Come now-Class- location'. This card is designed to flag the requirement of immediate help in an emergency situation. If staff attend an emergency where they cannot leave, this card is to be given to another adult/child and brought directly to the main Office staff/Leadership team/ and adult and someone will come to the scene immediately.

### **Bumped Head Procedure**

- Minor Head bumps are dealt with by the playground or classroom staff and recorded in the first aid book or telephoned through to the office.
- More serious head bumps should be taken to a first aider to be assessed and, where necessary, monitored using the serious injury/head bump checklist.
- An assessment will be made by a first aider. For a nursery child, a Nursery first aider will make the assessment. Child appropriate questions to be asked of Nursery aged children. For non-verbal SEND children, a familiar adult will assist the first aider to make an assessment. Additional observations to be made of non-verbal children.
- Parents are notified and a bumped head leaflet given and/or bumped head email sent.
- Observation checklist used and signed by a member of the Senior Leadership Team. (Appendix 2)

First Aiders will follow the below procedure when dealing with first aid.

**ASSESS, TREAT, RECORD, INFORM.**

### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit including, at minimum:
  - A leaflet giving general advice on first aid
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing
  - 2 triangular bandages – individually wrapped and preferably sterile

- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils/staff
- Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in classrooms.

## 6. Record-keeping and reporting

### 6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the

information included in the accident form at appendix 2

- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

## 6.2 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalding requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

<http://www.hse.gov.uk/riddor/report.htm>

## 6.3 Notifying parents

The office team will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

## 6.4 Reporting to Ofsted and child protection agencies

Katie Muir (Headteacher) will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Katie Muir (Headteacher) will also notify the Education Safeguarding team and CEO of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At least one person who has a current Paediatric First Aid (PFA) certificate must be on the premises and available at all times when EYFS children are present and must accompany EYFS children on outings.

All staff working within a nursery or pre-school setting (including students, trainees and volunteers) must hold a valid paediatric first aid training certificate to count towards staff-child ratios.

All nursery/pre-school staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included the required staff: child ratios at level 2 or level 3 in an early years setting. All staff who have completed the experience-based route must obtain a PFA qualification before they can be included in the staff:child ratios at level 3. To continue to be included in the ratio requirement the certificate must be renewed every 3 years. The certificate must be for a full course consistent with the criteria set out in Annex A of EYFS statutory framework. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

## 8. Monitoring arrangements

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the Headteacher and board of governors.

## 9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

**Last reviewed on:** Summer Term 2025

**Next review due by:** Summer Term 2026

## Appendix 1: List of first Aiders



First Aider Name	Location
Anita Kelly	SLT Ext. 1506 / KQ
Natasha Carrington	School Office Ext. 1500
Rachel Vohra	School Office Ext. 1501
Vanda Robbins	School Office / KQ
Sarah Gaskin	Nursery (Little Stars) Ext. 1522 / KQ
Nicole Jones	Nursery (Little Stars) Ext. 1522
Hannah Barron	Nursery (Gold Stars) Ext. 1517
Kelly Tibbs	Nursery (Gold Stars) Ext. 1517
Luke Bartlett	Nursery (Silver Stars) Ext. 1516 / KQ
Fran Carter	Nursery (Silver Stars) Ext. 1516
Hanna Botting	YR (Butterfly Class) Ext. 1515
Tia Clark	YR (Bumblebee Class) Ext. 1514 / KQ
Iona Cockburn	Y1 (Badger Class) Ext. 1513 / KQ
Nathan Yeates	Y1 (Badger Class) Ext. 1513 / KQ
Ada Ng	Y1 (Hedgehog Class) Ext. 1512 / KQ
Jane Just	Y2 (Kingfisher Class) Ext. 1511

<b>First Aider Name</b>	<b>Location</b>	<b>Qualification</b>	<b>Expiry Date</b>
Nicole Jones	Nursery	Paediatric First Aid	30/11/2025
Natasha Carrington	School Office	Emergency First Aid at Work	15/03/2026
Iona Cockburn	Badger Class (Y1)	Paediatric First Aid	31/03/2026
Sarah Gaskin	Nursery (Little Stars)	Paediatric First Aid	24/05/2026
Fran Carter	Nursery (Silver Stars)	Paediatric First Aid	06/07/2026
Hanna Botting	Butterfly Class (YR)	Paediatric First Aid	01/05/2027
Anita Kelly	Senior Leadership Team	Paediatric First Aid	21/05/2027
Ada Ng	Hedgehog Class (Y1)	Paediatric First Aid	21/05/2027
Tia Clark	Bumblebee Class (YR)	Paediatric First Aid	04/06/2027
Rachel Vohra	School Office	Paediatric First Aid	12/06/2027
Jane Just	Kingfisher Class (Y2)	Paediatric First Aid	18/12/2027
Nathan Yeates	Badger Class (Y1)	Paediatric First Aid	18/12/2027
Luke Bartlett	Nursery/Reception/KidsQuest	Paediatric First Aid	18/12/2027
Vanda Robbins	KidsQuest/Housekeeping	Emergency First Aid at Work	20/02/2028
Hannah Barron	Nursery (Gold Stars)	Paediatric First Aid	24/03/2028
Kelly Tibbs	Nursery (Gold Stars)	Paediatric First Aid	24/03/2028

## Appendix 2: accident report form

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
<b>INCIDENT DETAILS</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>ACTION TAKEN</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person.			
<b>FOLLOW-UP ACTION REQUIRED</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

Appendix 2: Accident Report Form



**FIRST AID MEDICAL LOG OF INCIDENT / TREATMENT**

**Academic Year 2025-2026**



DATE	TIME	NAME	CLASS	INJURY	ACTION / TREATMENT	Attending Adult	Phone call home? Yes / No and initials

### Appendix 3 – Bumped Head / Serious Injury Observation Checklist

#### **SERIOUS INJURY/BUMPED HEADS OBSERVATION CHECKLIST**

Wallace Fields Infant School, Wallace Fields, Epsom KT17 3AS | Tel. 020 8394 0647

This form is to be used by all staff at **WFIS, Shining Stars Nursery and KidsQuest** when a **child has an injury that requires external intervention** e.g.:

- parent is contacted to collect child
- child needs to go to the GP’s surgery
- child needs hospital treatment.

**NB: For minor bumps please complete bumped head/minor bump labels and form in the First Aid folder**

**Checklist:** *(please tick)*

1. Has a member of the Senior Leadership Team been informed, i.e. Head, Deputy Head, Business Lead  
 Yes                       No
  
2. Does an ambulance need to be called?       Yes (if so, call it NOW)                       No
3. If ambulance is required, emphasise it is **Wallace Fields Infant School** not **Wallace Fields Junior School**.

Child’s name:		Class/setting e.g.	
Time of accident:		Who witnessed the accident <i>(state all names for adults and initials for a child)</i> :	
Where was the child taken:			
Who accompanied the child <i>(state name &amp; position)</i> :			
Incident location <i>(i.e. playground, classroom, hall, KQ)</i> :			
How accident occurred <i>(brief description giving full details)</i> :			
What injury was sustained? Describe what it looked like and where on the body:			

<b>Time ambulance called:</b>			
<b>Time parents contacted:</b>			
<b>Time parents arrived:</b>			
<b>Information given to parents during phone call, e.g. <i>how accident happened, action been taken, ambulance has been called/needed?</i></b>			
<b>Any initial treatment given:</b>		<b>Treatment provided by (name):</b>	
<b>Name of person completing this form:</b>		<b>Date:</b>	

**Serious Injury/Bumped Heads-OBSERVATION SHEET (TO BE COMPLETED AT REGULAR 5 MINUTE INTERVALS)**

<i>Please tick the boxes to indicate yes or no:</i>	After 5 minutes' time:		After 10 minutes' time:		After 15 minutes' time:		After 20 minutes' time:	
	Yes	No	Yes	No	Yes	No	Yes	No
Was the child able to walk unaided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was there any loss of consciousness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can he/she remember what happened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is response to questions/conversation normal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any pain in limbs (give detail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blood loss (give detail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has he/she been sick?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does he/she feel sick?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General description of child and injury, i.e. colour, appearance, moving, emotional state, appearance of injury etc.								
Child taken to hospital?	<input type="checkbox"/> YES		<input type="checkbox"/> NO		Time taken:			
Child taken to GP surgery?	<input type="checkbox"/> YES		<input type="checkbox"/> NO		Time taken:			
Child taken to other? (home/grandparents etc.)	<input type="checkbox"/> YES		<input type="checkbox"/> NO		Time taken:			

- **If child is taken to hospital in an ambulance, please ensure that a copy of this form is given to the Paramedic.**
- **If child is taken to the doctors/hospital by Parent or member of WFIS staff, please ensure that a copy of this form is given to the Parent or member of staff to give to medics.**

➤ Please see the Admin Assistant after the incident to complete OSHENS Form

Form completed by (first aider): ..... Signature: ..... Date: .....

Form completed by (SLT): ..... Signature: ..... Date: .....

After the event and instructions for when pupil returns to school	
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